

**City of Memphis**  
**RFP SAIC CoM KCB 2012 R15150, Professional Resources**  
**Answers to Questions**

<u>RFP Section</u>	QUESTION	Response
3.2	<i>Sample Resumes of Staff. Do we provide sample resumes for each category listed in Section 2.1 of the RFP?</i>	<i>Please provide sample resumes for each labor category that you are responding to so that the City can ensure you have qualified staff for the categories that you are responding to.</i>
3.3	<i>What constitutes “explicitly confirm its agreement with full scope of services described in this section?” Is that a statement attesting to such agreement?</i>	<i>If you confirm that you agree, then you are stating that you are able to provide the services described in the RFP, and if a Purchase Order is issued, you will provide the services.</i>
3.5	<i>This section references an Exhibit 4, but there is no such exhibit in the RFP</i>	<i>This reference should be Exhibit 2 not Exhibit 4.</i>
3.6	<i>The EBO Compliance Form and Good Faith Effort Documentation Form are marked “NOT APPLICABLE.” Should they still be included the proposal response?</i>	<i>You may take those pages and submit with your response.</i>
3.7	<i>As a closely held SB we do not have audited financials. Can we use our year end financials?</i>	<i>You must provide annual financial statements.</i>
3.7	<i>If the financials are submitted in a separate, are 7 copies required</i>	<i>Yes</i>
4.5.2	<i>The RFP references Attachment B – Proposal Templates. The RFP document does not have an Attachment B nor is it referenced in the Table of Contents. Is there an Attachment missing from the RFP or is the format identified in Section 3 sufficient to follow?</i>	<i>The format provided in Section 3 is sufficient for responses.</i>
4.5.2	<i>The RFP Proposal Format section requires “Vendor’s Proposal must utilize the RFP Response templates set forth in Attachment B (Proposal Templates).” Will SAIC provide these templates</i>	<i>See above response.</i>

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5.2	<i>One of the items in the Evaluation Criteria is “Is the respondent an M/WBE or did the Respondent include M/WBE participation in the proposal?” The M/WBE forms that are in Section 3.6 of the RFP are marked <b>Not Applicable</b>. Are we required to submit M/WBE subcontractors as part of our response?</i>	<i>You are not required to submit M/WBE subcontractors as part of your response.</i>